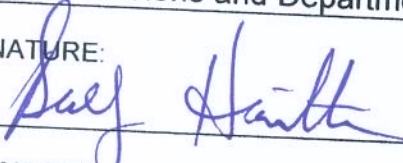


Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	November 21, 2014	N/A	51
TO: ALL Divisions and Departments		Subject:	
SIGNATURE: 		Lactation Policy	
COMMENTS:			

PURPOSE

The purpose of this policy is to provide nursing mothers who are employees of the Lexington-Fayette Urban County Government ("LFUCG") with a private place and reasonable break time to express milk for nursing children for up to one year after the birth. This policy is consistent with the U. S. Department of Labor Wage and Hour Division and the Patient Protection and Affordable Care Act which amended Section 7 of the Fair Labor Standards Act.

POLICY

1. Requesting for Time Off to Express Milk

Before returning to work after the birth of a child, a nursing mother who intends to take lactation breaks shall contact her supervisor to provide notice of such intent and to request an area to express breast milk in the workplace during normal business hours.

2. Reasonable Break Times

Typically, nursing mothers need to express their milk two to three times during an eight-hour shift. Supervisors and Division Directors shall work with employees who are nursing to schedule reasonable and flexible break times each day for this activity for a period of one year after the birth of a child. However, this policy does not prohibit Division Directors from extending the provision of reasonable and flexible break times each day for this activity for a period longer than one year after the birth of a child.

- a. Employees shall use their two paid (10 minute) breaks and unpaid (30 or 60 minute lunch breaks) to express breast milk.

- b. Supervisors and employees shall work together to establish mutually convenient times for these breaks to ensure that normal business activities are not disrupted and to ensure that assigned tasks are completed as expected.
- c. If an employee needs additional time to express milk, the employee shall use available leave time. If leave time is unavailable, then additional time may be considered as leave without pay (LWOP) or the supervisor may allow the employee to make up the additional time. Time shall be made up in the same work day.
- d. This policy does not extend to permitting infants in the work place while the employee is on duty.

3. Lactation Locations

- a. Lactation locations shall be sanitary, private, shielded from view and not located in restrooms or common areas.
- b. If an employee has a private office, the office may be used as a lactation location.
- c. Each room shall have an electrical outlet, one table, one chair and nearby access to running water.
- d. Supervisors who receive a request for a lactation space shall review available space in their division and be prepared to provide appropriate nearby space and break times.

4. Storage of Breast Milk

LFUCG is not responsible for the integrity or security of breast milk stored in any refrigerator in any of its facilities. Nursing mothers may use the refrigerator in their department or division (if the department or division has a refrigerator) to store milk or they may use personal coolers.

5. Zero Tolerance

Any violations of this policy shall be reported to the Employee Relations Section of the Division of Human Resources.